

## **CUSTOMIZED LABOR TRAINING (CLT) PROGRAM**

The CLT program is designed to assist companies that are investing in new technologies or manufacturing processes by providing a grant of up to 50% of the cost of training employees on the new technologies. The program's primary goal is to help Wisconsin manufacturers maintain a workforce that is on the cutting edge of technological innovation.

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### **ELIGIBLE APPLICANTS:**

Any business making a firm commitment to locate a new facility in Wisconsin or expand an existing facility within the State which is upgrading a product, process or service that requires training in new technology and industrial skills is eligible.

### **ELIGIBLE ACTIVITIES:**

To be eligible, the proposed training must meet both of the following criteria:

1. The training must focus on new technology, industrial skills or manufacturing processes.
2. The training must not be currently available through other resources (e.g. Wisconsin Technical College System).

### **ELIGIBLE COSTS:**

- Trainee wages
- Training material
- Trainer costs

### **FUNDING AVAILABILITY**

Although the Department can finance up to 50% of the eligible project costs not to exceed \$2,500 per employee trained, the actual level of CLT participation in any given project is based upon an analysis of the following factors:

1. Viability of the project
2. Number and Nature of the jobs created and retained
3. Employee wages and benefits
4. The projects economic impact upon the community

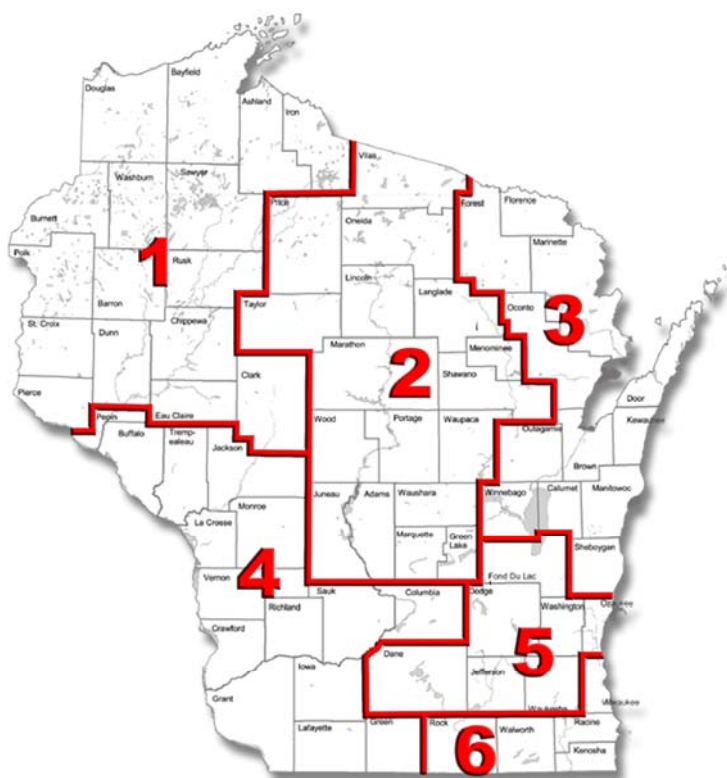
### **THE APPLICATION PROCESS:**

The CLT application process involves four steps:

1. Interested applicants must first talk with the local Area Development Manager (ADM). The ADM will visit the site and discuss the project with the applicant to gather preliminary project information. In addition, the ADM may identify other programs that could potentially assist the applicant.
2. The ADM will submit the preliminary project information to the Department for review by a Finance Specialist.
3. The Finance Specialist will underwrite the project and make a funding recommendation to the Secretary's Office. The Secretary's Office will:
  - A. Deny the proposal, in which case the applicant will receive a letter outlining the reasons for denial.

**OR**

  - B. Make a positive funding recommendation, in which case the applicant will receive a preliminary commitment letter fully detailing the terms and conditions of the Department's proposed participation.
4. If a positive recommendation is made, the final step is for the project to be presented to and approved by the Wisconsin Development Finance (WDF) Board.



## Area Development Managers

Region 1: Marty Ambros	715/836-2630
Region 2: Deb Clements	715/344-1381
Region 3: Dennis Russell	920/498-6302
Region 4: William Winter	608/647-4613
Region 5: Kathy Heady	608/266-9944
Region 6: David Martens	608/261-7711
Bureau Director: John Stricker	608/261-7710

**BUSINESS INFORMATION:**

Businesses should have the following information available when they meet with the local ADM:

- Background information on the company.
- A description of the project.
- A detailed project budget.
- Both existing and projected (3 yrs.) information on employment levels, wages and benefits.
- A project timeline.
- Balance sheet, profit and loss, and cash flow statements for the last three fiscal years, and the most recent interim statement.
- Personal Financial Statements for principals with ownership of 20% or greater. Statements should be signed and include Social Security numbers, phone numbers and home addresses.

**Note:** All financial statements should be prepared in accordance with Generally Accepted Accounting Principles (GAAP).